

M e m o r a n d u m

Date: March 4, 2009

To: Assistant Commissioner, Staff

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Information Management Division

File No.: 040.8560.11905.1st qtr DOSC Minutes

Subject: DIVISION OCCUPATIONAL SAFETY COMMITTEE (DOSC) MEETING-
FIRST QUARTER 2009

Information Management Division's (IMD) fourth quarter DOSC meeting was held at 1500 hours on March 3, 2009. The following personnel were in attendance:

Assistant Chief Brian Hagler, Chairperson
Lieutenant Evan Robinson, Information Management Division
Officer David Soffa, Information Management Division
Captain Marc Shaw, Telecommunications Section
Captain Carlos Marquez, CHP Enhanced Radio System Unit
Lieutenant Lori Young, Computer Crimes Investigation Unit
Commander Pat Valenzuela, Information Technology Section
Commander Dee Dee Teel, Communications Center Support Section
Commander Arnie Pierce, Support Services Section

Approximately nine hours of personnel time were expended.

OLD BUSINESS

- Assistant Chief Hagler reviewed the fourth quarter minutes with the group and asked for updates on the action items. Officer Soffa advised that all Action Items were completed.
- Assistant Chief Hagler reviewed the Accident and Injury Report, California Highway Patrol (CHP) 113, for 2008 with the committee. Assistant Chief Hagler advised the group that the Division exceeded its goal by one for Preventable Accidents and Preventable Injuries. The committee discussed the accidents and injuries that occurred during 2008 and measures that were put in place to keep them from occurring again. Captain Shaw discussed the safety issues that his section faces when employees visit remote radio sites. Assistant Chief Hagler suggested that during remote radio site visits in cold weather that Telecommunications Section and CHPERS Unit look into issuing shoe chains to the employees to reduce falling in icy conditions. Assistant Chief Hagler stressed upon the committee to continue to work on reducing the number injuries within their sections.

Safety, Service, and Security

- Assistant Chief Hagler discussed with the committee the up coming move into the new Headquarters Office. Assistant Chief Hagler shared his concerns with employees lifting heavy items and the placing of boxes in walkways that could be tripped on by employees. Commander Valenzuela related to the group how her section is working on cleaning out the junk and clutter prior to the move to reduce the amount that would need to be moved. Assistant Chief Hagler suggested that all other sections also start clearing out unneeded items before the move, if they haven't done so yet.
- Assistant Chief Hagler confirmed with all section that they have posted the OSHA 300A form for 2008. All sections advised that they had the form posted since February 1. Officer Soffa discussed with the committee the maintaining of the OSHA 300 log. Currently each section is maintaining a log. Per Highway Patrol Manual (HPM) 10.7 Headquarters Divisions shall maintain the log for the sections. The committee agreed that Division will now maintain the log for all sections.

NEW BUSINESS:

- A copy of the MIS outlining the 2009 Occupational Safety Goals for the Department was distributed. Assistant Chief Hagler discussed the new methodology the Department is using to determine occupational safety goals.
- The memo outlining IMD's occupational safety goals was handed out. The goals for the sections were discussed.
- Commander Pierce discussed with the committee the recent preventable injury that occurred in his Section in January.
- The Management Memorandum outlining policy for the wearing of the safety vest was distributed. The policy was discussed with the committee. The committee was advised there is a video available of a burn test of the vest if anyone would like to see the video contact Officer Soffa.
- The number of recent false fire alarms at Stillwater was discussed. Assistant Chief Hagler raised concerns that the number of false alarms at Stillwater will cause employees to start ignoring the alarms and not evacuate the building. The committee discussed the issues causing the alarms and ways to prevent them. Captain Shaw, Commander Teel and Commander Pierce related that they are all working with their sections in preventing the false alarms from occurring. It was also noted that several of the false alarms occurred in other parts of the building that are not part of IMD.
- RF exposure was discussed with the group. Captain Marquez related that during his unit's recent site inspections of radio vaults at CHP area offices, it was noted that some vaults had sleeping cots in the vaults which caused some concern. Additionally, an employee in the CHPERS Unit that visits radio vault sites is pregnant. Captain Marquez related that he

December 10, 2008

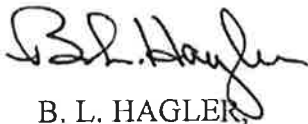
had discussions with DGS TD about exposure risks. DGS TD advised that there is very little exposure danger for employees that are visiting or working on equipment in the radio vault due to the short period of time they are in the vault. However, prolonged stays in the radio vault would be ill advised, as the extent of possible injuries from exposure is unknown.

- The committee was advised that the next DOSC meeting will be held on April 7, 2009 at 1500 hours. Assistant Chief Hagler asked for any items that the committee would like to have discussed at the next meeting are sent to himself or Officer Soffa.
- Assistant Chief Hagler advised that the first quarter DOSB meeting will be on March 27. Items from that meeting will be discussed at the next DOCS meeting. Assistant Chief Hagler solicited for any items that the committee would like to have brought up at the DOSB.

ROUNDTABLE:

- Captain Marc Shaw – Negative report.
- Captain Carlos Marquez – Negative report.
- Lieutenant Lori Young – Negative report.
- Commander Arnie Pierce – Negative report.
- Commander Dee Dee Teel – Negative report.
- Commander Pat Valenzuela – Negative report.
- Lieutenant Robinson – Negative report.
- Officer Soffa – Negative report.
- Assistant Chief Hagler – Negative report

The meeting concluded at approximately 1600 hours, the next meeting is scheduled for February 2009.



B. L. HAGLER,
Assistant Chief

cc: Occupational Safety Unit
Telecommunications Section
Support Services Section
Computer Crimes Investigation Unit
Information Technology Section
Communication Center Support Section
CHP Enhanced Radio System Unit

M e m o r a n d u m

Date: April 8, 2009

To: Assistant Commissioner, Staff

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Information Management Division

File No.: 040.8560.11905.2nd qtr DOSC Minutes

Subject: DIVISION OCCUPATIONAL SAFETY COMMITTEE (DOSC) MEETING-
SECOND QUARTER 2009

Information Management Division's (IMD) second quarter DOSC meeting was held at 1500 hours on April 7, 2009. The following personnel were in attendance:

Assistant Chief Brian Hagler, Chairperson
Lieutenant Evan Robinson, Information Management Division
Officer David Soffa, Information Management Division
Captain Marc Shaw, Telecommunications Section
Captain Carlos Marquez, CHP Enhanced Radio System Unit
Lieutenant Lori Young, Computer Crimes Investigation Unit
Mr. David Wanjiru, Information Technology Section
Commander Dee Dee Teel, Communications Center Support Section
Commander Arnie Pierce, Support Services Section

Approximately nine hours of personnel time were expended.

OLD BUSINESS

- A/Chief Hagler reviewed the fourth quarter minutes with the group.

NEW BUSINESS:

- A/Chief Hagler reviewed items from the DOSB that was held on 3/27/09.
- The Management Memorandum outlining policy for the wearing of the safety vest was discussed.
- The upcoming Occupational Safety Program Evaluation was discussed with the group. The scope of the evaluation was explained to the group and a copy of the memorandum was handed out.

Safety, Service, and Security

- A new SROVT DVD is available and being sent to each section for review. A/Chief Hagler advised the group that the DVD was for uniformed personnel only and should not be passed around to non-uniformed personnel due to the context of the DVD. The DVD is being sent to each section and it was requested that all uniformed personnel see the DVD prior to April 30, 2009. Officer Soffa asked that an email be sent to him when the DVD has been viewed so Officer Soffa can update the employee's ETRS records.
- A/Chief Hagler discussed vehicle tire deflation and advised that a DVD is out that shows how to maintain control of a vehicle if it experiences a tire blow out. A/Chief Hagler advised that this DVD would be good for all personnel to view. Additionally, the Information Bulletin, Proper Driver Response to Rapid Tire Deflation, was handed out to the group to be shared with the section's personnel.
- The committee discussed what changes, if any, would occur with the occupational safety meetings once everyone moves into the new headquarters.
- The committee was advised that the next DOSC meeting will be held on July 7, 2009 at 1530 hours. Assistant Chief Hagler asked for any items that the committee would like to have discussed at the next meeting are sent to Officer Soffa.

ROUNDTABLE:

- Captain Marc Shaw – Negative report.
- Captain Carlos Marquez – Talked about employees that have pacemakers or heart deliberators and the possible malfunction of the devices when working around radio vaults. Captain Marquez suggested that if a supervisor has an employee that has a heart device that they check with the manufacturer and/ or the employee's doctor to ensure that it would be safe for the employee to work around a radio vault.
- Lieutenant Lori Young – Negative report.
- Commander Arnie Pierce– Negative report.
- Commander Dee Dee Teel – Related that her section is scheduling a spring cleaning session in the near future to start clearing out items that are not needed anymore and that are cluttering up work spaces. This is in preparation of the move to the new headquarters building.
- Mr. David Wanjiru – Negative report.

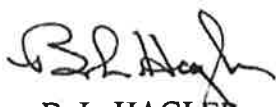
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- Lieutenant Robinson – Negative report.
- Officer Soffa – Negative report.
- Assistant Chief Hagler – Closed the meeting by reminding the committee that occupational safety is very important and everyone needs to ensure that they take care of their employees.

The meeting concluded at approximately 1600 hours, the next meeting is scheduled for July 7, 2009.



B. L. HAGLER,
Assistant Chief

cc: Occupational Safety Unit
Telecommunications Section
Support Services Section
Computer Crimes Investigation Unit
Information Technology Section
Communication Center Support Section
CHP Enhanced Radio System Unit

M e m o r a n d u m

Date: July 10, 2009

To: Assistant Commissioner, Staff

From: ~~DEPARTMENT OF CALIFORNIA HIGHWAY PATROL~~
Information Management Division

File No.: 040.11004.11905.3rd Qtr DOSC Minutes

Subject: DIVISION OCCUPATIONAL SAFETY COMMITTEE (DOSC) MEETING-
THIRD QUARTER 2009

Information Management Division's (IMD) third quarter DOSC meeting was held at 1100 hours on July 10, 2009. The following personnel were in attendance:

Assistant Chief Troy Abney, Chairperson
Officer David Soffa, Information Management Division
Captain Joe Whiteford, Telecommunications Section
Lieutenant Evan Robinson, CHP Enhanced Radio System Unit
Lieutenant Lori Young, Computer Crimes Investigation Unit
Commander Pat Valenzuela, Information Technology Section
Commander Dee Dee Teel, Communications Center Support Section
Commander Arnie Pierce, Support Services Section

Approximately four hours of personnel time were expended.

OLD BUSINESS

- A/Chief Abney reviewed the second quarter minutes with the group.

NEW BUSINESS:

- A/Chief Abney reviewed items from the DOSB.
 - A/Chief Abney discussed the presentation made by Office of Risk Management.
 - Occupational Safety Program Evaluation was discussed with the group. A/Chief Abney reminded the sections to make sure that the Injury and Illness Prevention Program binder for their section was up to date and that all employees are aware of its location.

Safety, Service, and Security


- Roadside Spraying – Occupational Safety Briefing Item was discussed. A copy of the MIS was distributed to each member of the group.
- Officer Soffa discussed the changes in policy concerning the maintaining of the OSHA 300 log. Each section will now be required to maintain its own OSHA 300 log. The information will then be forwarded to Division by January 15th. A copy of the MIS was distributed to each member of the group.
- A/Chief Abney discussed the effect of furlough days on Occupational Safety. He stressed the importance of ensuring that everyone has a safe work environment at all times. A/Chief Abney asked all commanders to ensure that there is adequate staffing for jobs that require more than one person.
- A/Chief Abney asked each section to review the open SCIF cases report and to ensure all cases are current.
- The committee was advised that the next DOSC meeting will be held on September 1, 2009 at 1530 hours. Assistant Chief Abney asked for any items that the committee would like to have discussed at the next meeting are sent to Officer Soffa.

ROUNDTABLE:

- Captain Joe Whiteford – Negative report.
- Lieutenant Lori Young – Negative report.
- Commander Arnie Pierce – Negative report.
- Commander Pat Valenzuela – Negative report.
- Lieutenant Robinson – Negative report.
- Officer Soffa – Negative report.
- Assistant Chief Abney – Closed the meeting by reminding the committee that occupational safety is very important and everyone needs to ensure that they take care of their employees.

Assistant Commissioner, Staff
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The meeting concluded at approximately 1130 hours, the next meeting is scheduled for September 1, 2009.


T. L. ABNEY,
Assistant Chief

cc: Occupational Safety Unit
Telecommunications Section
Support Services Section
Computer Crimes Investigation Unit
Information Technology Section
Communication Center Support Section
CHP Enhanced Radio System Unit